

TOWN OF LOOMIS

5775 Horseshoe Bar Road
Loomis, CA 95650
916-652-1840

LOOMIS DEPOT SPECIAL EVENT/RENTAL APPLICATION

Please Print

Applicant's Name _____ Date _____

Name of Event _____ Date of Event _____

☐ Small Room (Depot) ☐ Council Chambers ☐ Multi Modal Lot ☐ Blue Anchor Park ☐ Peter Oakes Stage

Please attach a diagram of the set up for the event (where fencing or barricades will be, etc.)

Chairs/Tables requested _____

Time(s) of event requested _____

Name of Person(s) Responsible _____
(Only those listed on application can make changes to rental application)

Address _____

City _____ State _____ Zip _____

Day/Business Phone _____ Fax _____

Home Phone _____ Cell Phones _____

Email address _____

Type of group or function (check all that apply): ☐ Resident ☐ Non-resident ☐ Non-Profit ☐ Profit Individuals

Non-profit ID number _____

Number attending event (Maximum 90 for use of Depot) _____

Description and list of the activities you will be having at the Event:

Any use of the Council Chambers will be for meetings only.

Public Works cones/barricades requested: _____

All roads barricaded must be approved by the Placer County Sheriff's Department, there may be a fee.

Please answer Yes or No to the following questions as they pertain to your use of the Depot/grounds.

My Rental of the Loomis Depot/Parking Lot/Stage/Blue Anchor Park	Yes	No
Will be open to the public		
Will have an admission charge		
Will be a fundraising event		
Will be having fencing around the event		
Will be selling alcohol		
Will be selling food		
Will be selling merchandise		
Will have vendors		
Will be serving food		
Will be having entertainment (DJ, band, clown, etc.) If yes, what type of entertainment:		
Will be an educational or sales seminar		
Will have minors at event		
Will provide own insurance with the Town of Loomis additionally insured		

RENTAL POLICIES AND GENERAL INFORMATION

Please **SAVE** pages 3 – 6 for your **REFERENCE** and
Return pages 1, 2, 7, 8 and 9 only.

I. GENERAL RENTAL INFORMATION

- 1) Reservations are taken at the Loomis Town Hall, 3665 Taylor Road, Loomis, CA 95650 (916) 652-1840 Monday – Friday, 8:00 a.m. – 5:00 p.m. Inquiries may be made in person, by telephone or at cstroock@loomis.ca.gov . Telephone inquiries are not considered confirmed reservations. Reservations are accepted on a first come, first serve basis, up to one year in advance of the rental date.
- 2) You may tour the Depot during hours of operation, provided that an event is not in progress. To talk with a staff member regarding your event plans, please call Clerk at (916) 652-1840.
- 4) Rental times must include ALL set-up and take-down/clean-up time.
- 5) Insurance is required for all rentals. (Item V #1 for details)
- 6) To secure your reservation, a Booking/Cleaning fee & Damage (Security) Deposit is required. (Please see item II below for details)
- 7) Rental permits will only be issued to persons 21 years or older.
- 8) Renter is required to check-in and check-out with Town Hall staff.
- 9) If closing the parking lot or road for an event, renter must:
 - a) Contact Will Garner with Placer County Department of Public Works at 1-530-745-7582 so the County shuttle can be re-routed that day and submit a copy of the approval to town hall.
 - b) Renter must post signs around the Multi Modal the day before, stating the closure for the event.
 - c) If using the lot behind Subway, Loomis Cafe, Nethorpe & Son, Christensen's and Taylor's Frostie, you **MUST** complete business signatures(Attachment A).

II. BOOKING/CLEANING FEE & SECURITY DEPOSIT

- 1) A Security Deposit and booking/cleaning fee is required for all facility rentals:
 - Use of parking lot and Depot will be a \$300 security deposit and the following booking fees:

	Resident	Non-Resident	Non-Profit	Profit Individuals
Small Room (Depot)	\$5 hr.	\$10 hr.	\$5 hr.	\$10 hr.
Council Chambers (Depot)	\$10 hr.	\$15 hr.	\$10 hr.	\$15 hr.
Peter Oakes Stage	\$50 a day.	\$75 a day	\$50 a day	\$100 a day
Multi Modal Parking Lot	\$50 a day	\$75 a day	\$50 a day	\$100 a day
Blue Anchor Park	\$50 a day	\$75 a day	\$50 a day	\$100 a day

- Use of power outlets for event \$25.00 each day.
- The spray pad and restrooms shall be left open for public and not fenced in for private events.
- All events/vendors must use their own garbage bags and dispose of them. No bags of garbage are to be left onsite or thrown in the businesses dumpsters next to the depot. The depot and grounds are to be left the way they were found.

- 16) Renter is responsible for all rental guests' behavior. Violence, excessive drinking, loud behavior and unsupervised children are not permitted. Guests are to abide by all facility policies and procedures. The Town may cancel any event for violations of disturbing the peace laws.
- 17) Decorations must be UL approved (flame retardant). The use of nails, tacks, scotch/duct tape or staples are not permitted. ONLY masking tape or painters blue tape can be used and must be removed immediately after use. Candles cannot be used.
- 18) Rice, birdseed, confetti, sand, glitter, etc. are not permitted.
- 19) Parking availability is not guaranteed and may be limited.
- 21) Storage is not available.
- 22) The Town of Loomis is not responsible for lost or stolen items and will not be responsible for any items delivered before or left after an event.
- 23) Sitting or standing on tables or chairs, provided by the Town, is not permitted. Renter will be fully responsible for any damaged tables/chairs.
- 24) The Town staff reserves the right to photograph events for promotional purposes.
- 25) Renter assumes full responsibility for the communication to its attendees for events held. The Town of Loomis will not be listed as a contact for your event.
- 26) The Town reserves the right to cancel any event if the renter knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

VI. RENTERS CLEANING RESPONSIBILITIES

The renter is responsible for the following cleaning duties:

- 1) Any tables and chairs provided by the Town must be cleared and cleaned.
- 2) The facility should be free of debris/spills. If excess trash, food or spills are left on the floor, the security deposit may be withheld to cover the clean up.
- 3) All trash must be placed in receptacles provided. If any trash will not fit in the receptacles, it must be taken with the renter.
- 4) Decorations must be taken down and removed within the rental time.
- 5) The Depot building **MUST** be put back the way you found it before your event.

Renter(s) must sign pages 1, 2, 7 (Attachment A) and 8 and return to Town Hall staff.

Signature of Renter(s) Required below:

The consequence of not following the Town of Loomis's rental policies may result in loss of your deposit and/or your event being cancelled completely or early.

- My signature below signifies that I have read and understand the rental policies/rules outlined on pages 3 through 6.
- I agree to abide by all of the conditions of this application and any permit(s) issued based upon this application.
- I also agree to pay the Town of Loomis all costs the Town may incur as a result of any failure to fully comply with all these conditions.
- I understand that the Town of Loomis reserves the right to photograph facilities, activities and participants for its own use.
- I agree to defend, indemnify and hold harmless the Town of Loomis, its officers, agents and employees from any liability resulting from my intentional or negligent acts while renting the Loomis Depot.
- I declare that the information contained in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my event may be cancelled if this application contains any intentional misrepresentations.
- I will notify Wil Garner, Placer County Department of Public Works, at 530-745-7582 of any road closure or use of the Depot parking lot so they can re-route the County shuttle. (copy for staff)
- Chairs, tables, podium etc. must be put back the way it was before the event.

Print Name _____

Signature _____ Date _____

NOTE: If using the Depot for anything, **the key must be picked up at Town Hall** by applicant before the event. If the event is on Saturday or Sunday **the key must be picked up at Town Hall** by applicant the Friday before the event. Please initial you have read this: _____

TOWN OF LOOMIS

Loomis Depot
5775 Horseshoe Bar Road
Loomis, CA 95650
Phone – (916) 652-1840
Fax – (916) 774-5959
www.loomis.ca.gov

FOR OFFICE USE ONLY

Date cleaning fee paid: _____ Receipt No. _____

Deposit fee: _____ Date paid: _____

Reviewed by: _____ **Date approved** _____ :

Email a copy to:

Sheriff's Department _____

Planning Department _____

Public Works Department _____

Notify: Will Garner, Placer County Department of Public Works, at 530-745-7582 for closing street or Depot parking lot. Date notified: _____

Date received certificate of insurance: _____

.....
Public Works equipment returned. Yes ☐ No ☐

Building/Street cleaned. Yes ☐ No ☐

Deposit returned. Yes ☐ No ☐

Check facilities after the event.

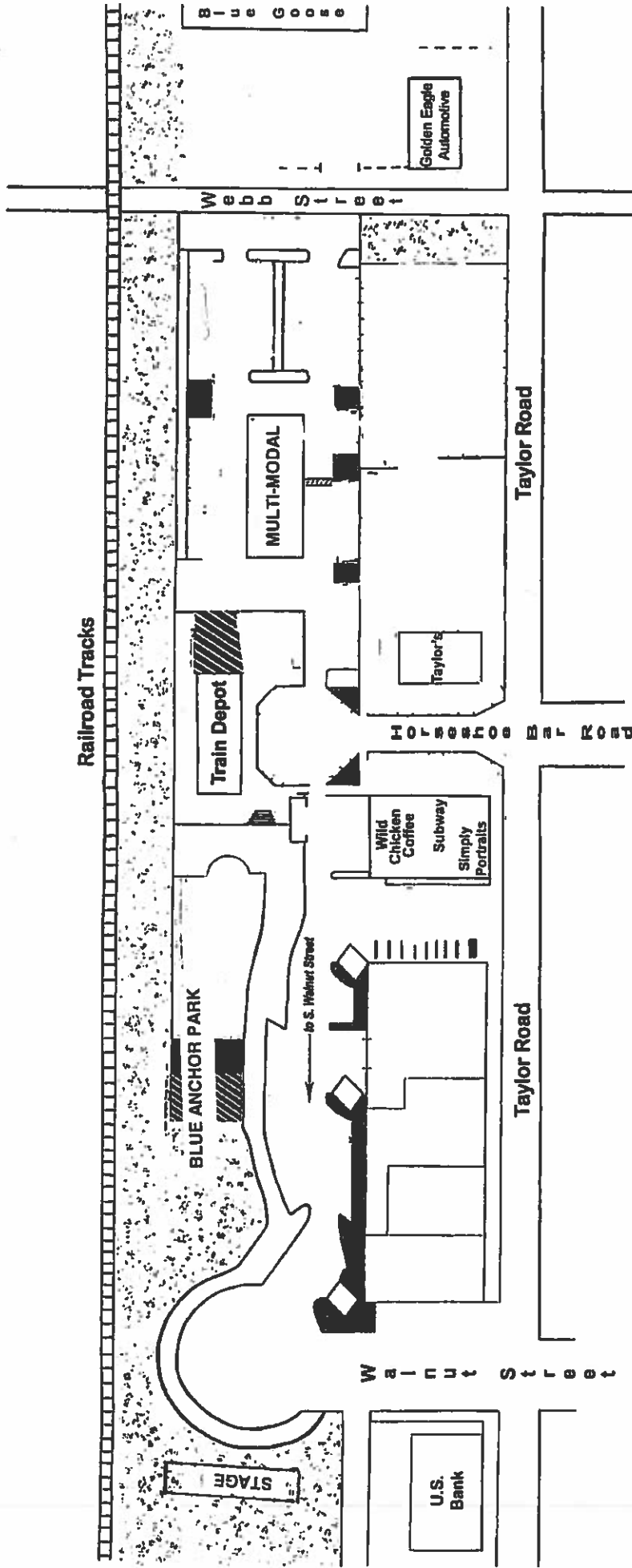
Date: _____

Facility is okay: _____

Facility has damage _____

TOWN OF LOOMIS

TRAIN DEPOT/MULTI-MODAL/BLUE ANCHOR PARK/PETER OAKES STAGE



ADDITIONAL INFORMATION ON SUBMITTING A COMPLETE SPECIAL EVENT/RENTAL APPLICATION

Please designate on the site plan the following:

- The location of any proposed barriers (designate with an "X")
- The designated parking site(s) for attendees of the event
- The location and size of any signage for the event
- The flow of traffic if renting the multi-modal parking lot and/or Blue Anchor Park
- If renting the stage for music, the hours that the band will be performing